DOCUMENT RESUME

ED 267 833 JC 860 095

TITLE Delaware Technical and Community College Annual Reports, Fiscal Years 1983, 1984, and 1985.
INSTITUTION Delaware Technical and Community Coll., Dover.
PUB DATE 85
NOTE 37p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Annual Reports; College Instruction; College Planning; *College Programs; Community Colleges; Continuing Education; Educational Administration; Educational Facilities Improvement; *Educational Trends; *Financial Problems; Multicampus Colleges; *Organizational Objectives; Salaries; Self Evaluation (Groups); Student Personnel Services; Two Year Colleges

ABSTRACT

These annual reports of Delaware Technical and Community College (DTCC) present information on the accomplishments of each of the DTCC campuses for fiscal years (FY) 1983 through 1985. Each report contains a departmental overview, an organizational chart, a statement of objectives for all divisions, lists of the year's accomplishments by division for each of the three campuses, and statements of the problems facing each campus. Issues highlighted in the overview statements include the following: (1) in FY 1983, DTCC was underappropriated $117,000 in salary funds to meet the demands of a mandated 7% salary increase, and was therefore unable to accommodate student enrollment; (2) in FY 1984, lack of funding continued to limit DTCC with respect to technology expansion, acquisition of modern equipment and maintenance of existing equipment, expansion and improvement of physical facilities, and equalization of salaries; and (3) in FY 1985, DTCC began to retain tuition which had formerly been remitted to the State General Fund, affording the college greater flexibility in the operations of technical programs, and allowing the implementation of the first half of a salary equity request to improve entry salaries. (EJV)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

R. V. A. Harra

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☒ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

# ANNUAL REPORT
# FISCAL YEAR 1983

DELAWARE TECHNICAL &
COMMUNITY COLLEGE

BEST COPY AVAILABLE

DELAWARE TECHNICAL AND COMMUNITY COLLEGE
P.O. BOX 897
DOVER, DELAWARE 19901
302-736-4621

Office of the President

# FISCAL YEAR 1983 ANNUAL REPORT

## DEPARTMENTAL STATUTORY REFERENCES

Delaware Code, Title 14, Chapter 91, Section 9102 creates the Board of Trustees of Delaware Technical and Community College and identifies it as a State Agency: Section 9104 states that the purpose of the College shall be to operate or make available public institutions of learning for persons who have graduated from high school or who are unable to attend public high schools. This Annual Report is submitted in accordance with Section 7, S.S. No. 1 for S.B. No. 606, 1983 Budget Act.

## DEPARTMENTAL OVERVIEW

Fiscal Year 1983 was a year in which Delaware Technical and Community College was underappropriated $117,000 in salary funds to meet the demands of a mandated 7% salary increase. As a result of this salary shortage, the College was unable to accommodate student enrollment, particularly in the Spring Quarter. College headcount enrollment decreased 5% from 17,157 to 16,265.

Unsuccessful efforts were made throughout the year, through meetings with various legislators and members of the Governor's staff, to improve salaries for the faculty. In 1976, the average faculty salary at Delaware Technical and Community College was at the 95th percentile nationally; currently our average faculty salary has dropped below the national median. Out of eight (8) regional community colleges surveyed, Delaware Technical and Community College ranked seventh (7th) in average salaries for 10-month faculty. Since State employees did not receive a salary increase for Fiscal Year 1984, surveys indicate that the spread between our College and neighboring community colleges is becoming even greater.

With the State's emphasis on economic development and the fact that technical education has become a priority and a necessity for a strong Delaware economy, excellence in technical offerings at Delaware Technical and Community College is crucial. If entry salaries and the salaries of current employees are not improved, the College will be unable to attract and keep highly qualified faculty and staff to deliver excellence in programming.

Respectfully submitted,

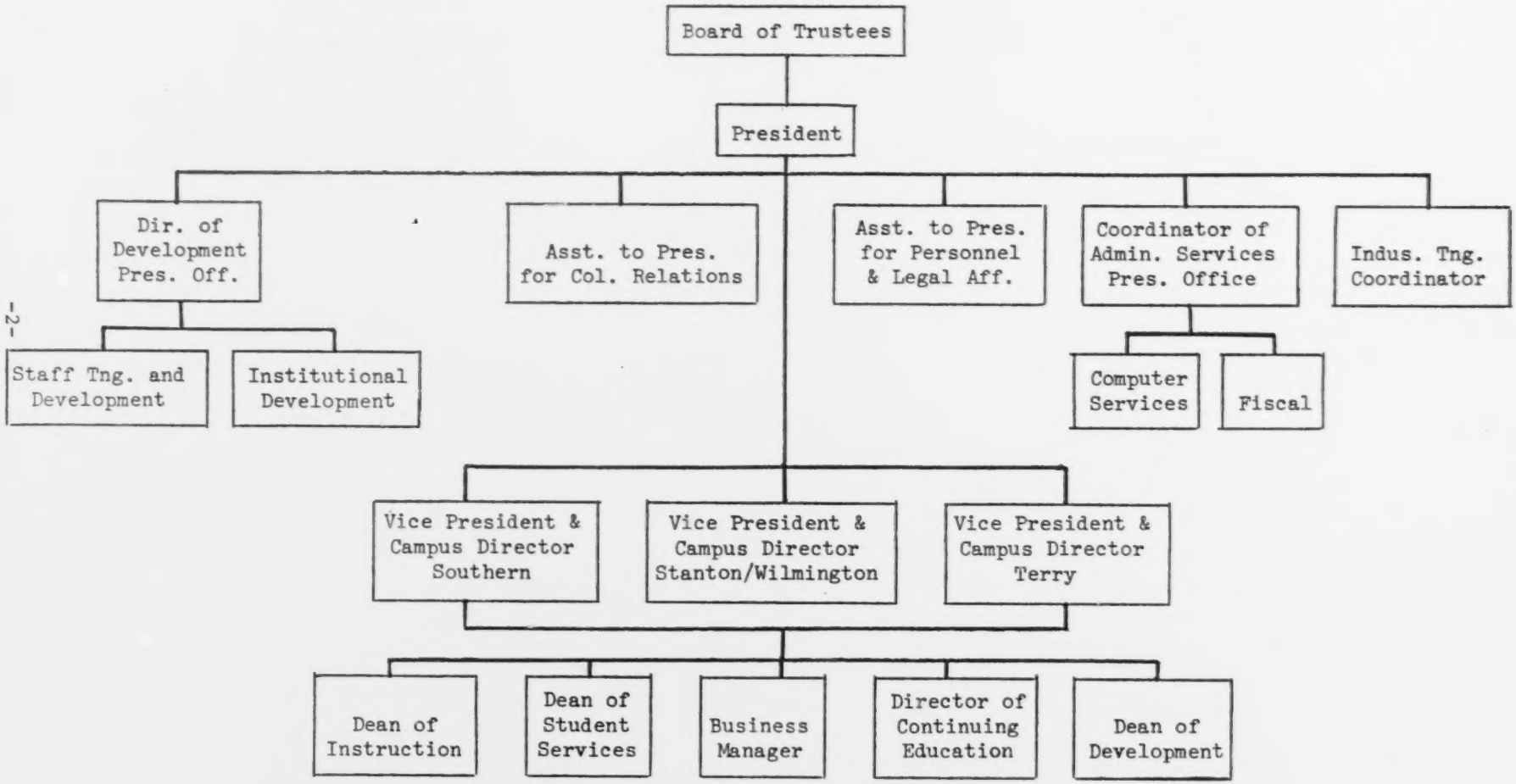
John R. Kotula

John R. Kotula
President

ORGANIZATION CHART

of

DELAWARE TECHNICAL AND COMMUNITY COLLEGE



DELAWARE TECHNICAL AND COMMUNITY COLLEGE

A. OBJECTIVES - ALL DIVISIONS (CAMPUSES)

...Provide for the constantly changing educational needs in a constantly changing community.

...Provide curriculum closely related to the economic and professional realities of the community.

...Develop a comprehensive community college with strong emphasis on occupational-technical skills and knowledge.

...Establish the College's identity as a significant member of the community.

...Develop the individual's ability to contribute to the increase of the economic base of the community.

...Promote interdisciplinary mix -- facilitate student reactions and changing interests.

...Establish in the minds of the community that the College belongs to them.

...Develop a strong guidance system -- help the student to attain usable educational goals.

...Develop strong emphasis on attitude and motivation training.

B. FISCAL YEAR 1983 ACCOMPLISHMENTS

Instruction

...The Commission on Higher Education of the Middle States Association of Colleges and Schools accepted and commended the Southern Campus for the quality of the Periodic Review Report. The Commission reaffirmed the accreditation; the next evaluation to occur in 1987-88.

...Expansion of Data Processing, Secretarial, and Word Processing and Microcomputer classrooms and laboratory facilities was implemented resulting in the enhancement of instruction in these areas.

...This year the Southern Campus Nursing Programs graduated the largest number of students in the Department's 12-year history -- 47 ADN and 32 PN students for a total of 79 graduates. In addition, there were over 250 Undeclared and Pre-Tech students accepted in 1982-83.

...After several years of study and consultation, the new Nursing curriculum was completed and is now being implemented. A more integrated approach is utilized and the majority of the faculty will be able to go on 10-month contracts.

...The Medical Laboratory Technology internship program was expanded through a new contractual arrangement with Peninsula General Hospital Medical Center, Salisbury, Maryland.

...Royalties resulting from the sale of the English Department's textbook, "Writing Skills for Technical Students" (Prentice-Hall), totaled $6,631 this past year. So far, well over $7,000 has been contributed to the College's Educational Foundation.

...88.9% of the MLT students taking the National Board of Registry Medical Laboratory Technician's exam passed. The national percent passing last year was 77.9%.

...The College Library was the first independent user on the Online Computer Library Center (OCLC) in Dubin, Ohio. This cataloging data base system allows access to over 6 million records for instantaneous cataloging of our books.

...The Library became the largest lender of books to other libraries in Sussex County via the Sussex library network, SHORE.

Development

...Twelve (12) government contracts totaling $878,916.06 were funded.

SOUTHERN CAMPUS ACCOMPLISHMENTS (Continued)

Development (continued)

...Two major support contracts, one for cleaning and one for food service, were written and executed.

...A Fourth of July Celebration was held to garner further community support of the College.

Continuing Education

...The enrollment of Continuing Education students taking credit courses increased by 8%.

...A Kids' Summer Camp was instituted with sections in Computers, Language, Art, Drama and Sports. This helped utilize the facilities between 3:30 and 6:30 p.m.

...A professional development program for teachers and other professionals needing certification credits was instituted.

Student Services

...The old library area was renovated into a new Student Services area. The area consolidates and centralizes services for students, including Admissions, Records, Business Office, Financial Aid, Counseling, Veterans, Student Special Services and JTPA.

...A Peer Counseling program was established with the help of a Title III grant. The program trains exemplary students for jobs as aides to the College Counselors.

...The Campus is now completely participating in the Collegewide Student Records, Tuition Accounting, and Student Financial Aid Systems.

Physical Facilities

...The renovation of the Jason Building is continuing. In addition to the redesigning of the Library into a centralized Student Services area, all the antiquated plumbing is being repaired or replaced.

C. PROBLEMS

...Increased instructional and support staff is needed to meet the growing enrollment in Data Processing, Nursing and Business Administration.

...Overcrowded and inadequate labs, especially in the Auto/Diesel and Welding areas, are causing instructional and safety problems.

DIVISION - CHARLES L. TERRY CAMPUS

B. FISCAL YEAR 1983 ACCOMPLISHMENTS

Instruction

...Development and approval of the Electromechanical Engineering Technology, the Aeronautical Science Day Program, and the Occupational Teacher Education degree program.

...The passage rate on the State Board Examination was 97% for graduates from the Licensed Practical Nursing Program.

...Submitted proposal to the Campus Director for the development of 11 new A.A.S. degree programs, 3 diploma programs, and 5 certificate programs.

...Paper presented for the National Institute for Staff and Organizational Development at the University of Texas (Austin) on "The Automated Office as a Teaching Tool."

Development

...Coordinated the reaffirmation visit and subsequent reaccreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

...Five (5) government contracts totaling $274,824 were funded.

...Coordinated the writing of the Job Training Partnership Act proposal collegewide.

...Conducted successful Educational Foundation activities, including a Night at the Races at Dover Downs and 72 percent employee support through payroll deductions and cash contributions.

Continuing Education

...Began to offer courses at off-campus sites in the Milford and Middletown areas.

...Coordinated Small Business Procurement Conference with the SBA and Delaware Development Office.

...Offered Kids' Summer Program which attracted 389 children.

...Establishment of I.D.E.A. Center basic education program at the Dover Air Force Base.

TERRY CAMPUS ACCOMPLISHMENTS (Continued)

Student Services

...Expanded recruitment and outreach programs through regular off-campus visits to civic clubs and other defined target sites, including the institution of a mobile recruitment program.

...Expanded alumni and placement activities.

...Began transition from Student Record System to Data Management System.

...Developed marketing and retention strategies based upon campus-wide committee reports.

Business Office

...Successful completion of Fiscal Year 1981 audit with favorable results.

...Computerization of hourly and full-time payroll, including payroll projections for the entire fiscal year.

...Installation and successful start-up of Turbo Modulator for chiller on HVAC to create energy savings.

...Development and partial implementation of a detailed computerized data base of capital equipment on inventory.

C. PROBLEMS

...The two most pressing problems of the Terry Campus are its critical need for space and additional full-time positions to adequately service the needs of Kent County.

...If the Terry Campus is to provide the kinds of training that will attract new industries to Kent County, it must be able to increase its capital line to make the capital expenditures necessary to provide training in new technologies.

## DIVISION - STANTON/WILMINGTON CAMPUSES

B. FISCAL YEAR 1983 ACCOMPLISHMENTS

Instruction

...Added microcomputers to Word Processing curriculum; upgraded electric typing equipment to electronic typewriters for advanced typing classes.

...Business Administration DECA (Distributive Education Clubs of America) students won first place in 1983 North Atlantic Regional competition for their presentation on Shoplifting Prevention.

...Installed a local area network computer system, thus relieving the Stanton and Wilmington Campuses' UCSC System of approximately 25% of its load.

...DPMA (Data Processing Management Association) student chapter recognized by national DPMA as one of top 3 chapters in the country for second year in a row.

...Trained approximately 25 Hispanics in clerical banking jobs through an outreach program.

...Completed 3-month fire testing by Fire tech students and instructors on mock-up patient room for A. I. Du Pont Institute, on room configuration, patient load, and furniture.

...Revised Bioscience curriculum to emphasize preparation for jobs in Industrial Research.

...Initiated new Robotics option in the Electronics/Electrical Engineering Technology, with first class scheduled to start in Fiscal Year 1984.

...Constructed Industrial Engineering Microcomputer laboratory, housing 20 micros.

...Set up lab facilities for Computer Aided Drafting and Computer Aided Manufacturing equipment to support high technology components of engineering technologies and industrial training.

Development

...Increased special funding for staff and programs such as: a campus computer network system, Bioscience, Robotics, Industrial Engineering, Process Piping, Fire Protection and Safety, Administrative Office Systems, Banking, Data Processing, computer terminals for the Library and English Departments, and expanded telecourses.

STANTON/WILMINGTON CAMPUSES ACCOMPLISHMENTS (Continued)

Development (continued)

...Maintained continuous efforts to provide the administrative and academic staff with quality workshops and training.

...Surveyed campus and community leaders to determine proper focus of Development Office Program Plan.

Continuing Education

...A Data Entry/Work Processing Training Program was developed for clients of Displaced Homemakers to aid in their entry back into the working world. Ten students completed two courses each quarter of the 1983 year in typing, data entry and word processing.

...The program for training and development of secretaries and administrative assistants has been expanded to offerings of four or more seminars each quarter. The Small Business Training Program continues to offer basic courses in organization, financing, computers and other related subjects, as well as special workshops in Micro-computers.

...A training program has been developed for Hewlett-Packard employees. Classes have been instructed in Technical Math., Electricity I and Electricity II. This program will continue into Academic Year 1984 at Hewlett-Packard.

...The fourth successful year of training under the CETA Training Grant offered Vending Machine Mechanics and Geriatric Nurses Aide training.

Student Services

...There were five training sessions each on the SRS system for the Registrars' staff. Additional training was begun to prepare for the new DMS system.

...Each Admissions Office is now hardwired and has a Hewlett-Packard terminal which is more sophisticated and able to "screen-up."

Administrative Services

...Sharp reduction in Accounts Receivable by detailed review and correction of student ledger accounts. Marked improvement in HVAC System efficiency for Cooling Tower operations, by overhaul and modernization of automatic controls.

C. PROBLEMS

...Lack of office space for instructors and staff.

...Lack of adequate funding for part-time staff, necessary to create needed flexibility and to meet minimum needs.

...Lack of laboratory space in engineering areas at Stanton Campus.

...Lack of capital funds to replace worn out equipment and to keep technology program up-to-date.

ANNUAL REPORT
FISCAL YEAR 1984

DELAWARE TECHNICAL AND COMMUNITY COLLEGE

DELAWARE TECHNICAL AND COMMUNITY COLLEGE
P.O. BOX 897
DOVER, DELAWARE 19901
302-736-4621

Office of the President

# FISCAL YEAR 1984 ANNUAL REPORT

## DEPARTMENTAL STATUTORY REFERENCES

Delaware Code, Title 14, Chapter 91, Section 9102 creates the Board of Trustees of Delaware Technical and Community College and identifies it as a State Agency: Section 9104 states that the purpose of the College shall be to operate or make available public institutions of learning for persons who have graduated from high school or who are unable to attend public high schools. This Annual Report is submitted in accordance with Section 7, H.B. 250, 1984 Budget Act.

## DEPARTMENTAL OVERVIEW

Fiscal Year 1984 was a year in which Delaware Technical and Community College was severely hampered in growth by the lack of substantial funding from the State of Delaware. The College has been limited in growth and expansion of technologies, acquisition of modern equipment and maintenance of existing equipment, expansion and improvement of physical facilities to provide safe and adequate training areas for students, and the ability to maintain and hire personnel needed for continued viability of technical education.

Delaware Tech believes it is the consensus of the Governor's Executive Staff and members of the General Assembly that the State of Delaware must expand its efforts in areas of high technology to comply with job markets created through economic development. In an attempt to address the growth and expansion of job markets, the College has had to rely primarily on federal funding for new equipment, maintenance of technologies and development of new technologies. Federal funding is becoming a way of life that does not hold a future for either Delaware Tech or the State. Maintenance of fiscal efforts at the State level must be actively addressed to continue viable programs.

The inability to meet entry-level salary requirements, to maintain the expert level of existing personnel, and to attract qualified personnel for high technology areas continues to hamper the stated mission of Delaware Tech. It is crucial that the State address their economic development plans and the role of Delaware Tech in those plans. Without adequate facilities, up-to-date equipment, technology expansion, and equalization of salaries, Delaware Tech will be unable to further the goals of the State of Delaware and the emphasis on economic development, education and growth of business and industry.

Respectfully submitted,

John R. Kotula
President

10/12/84

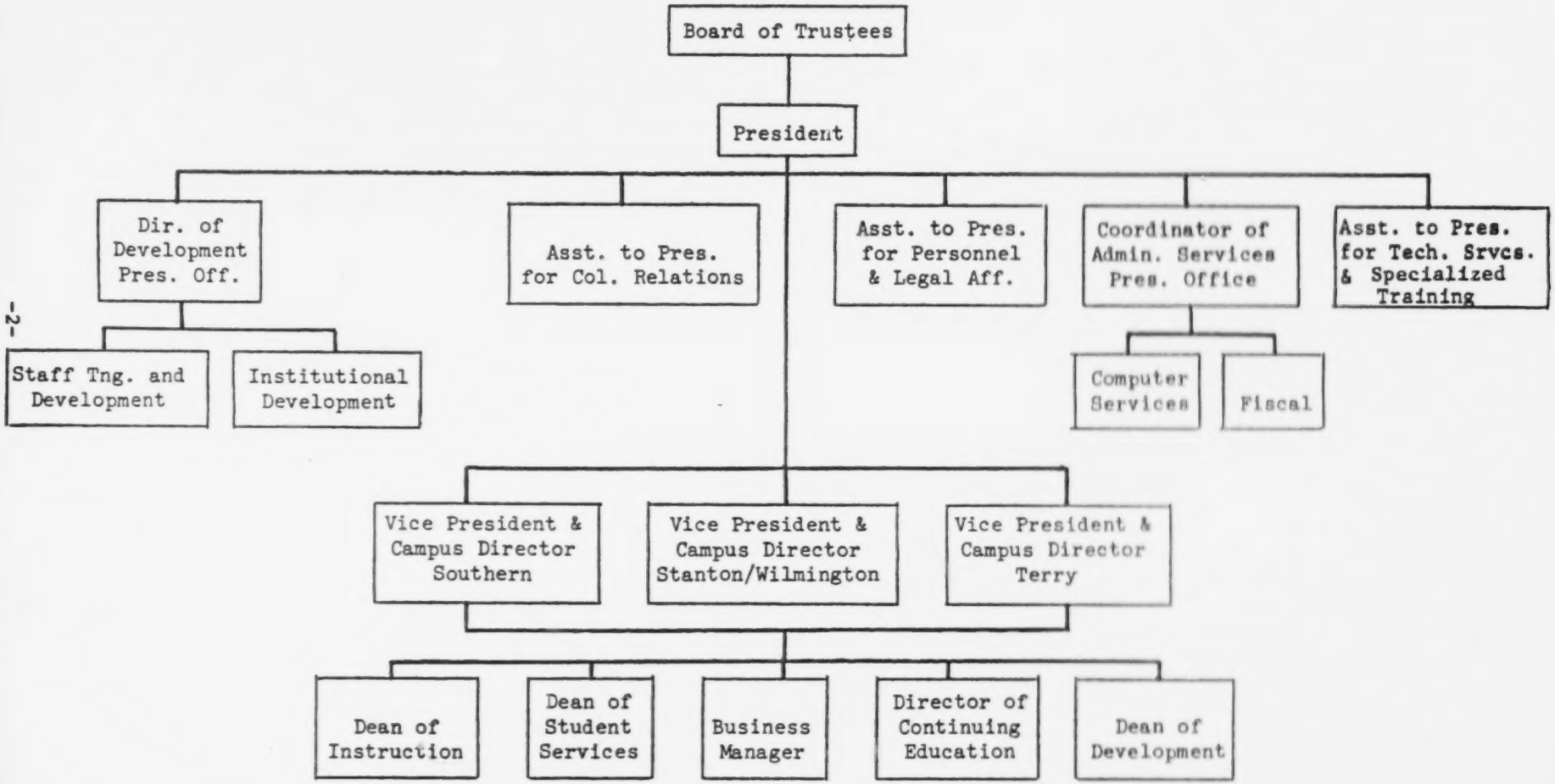


EQUAL OPPORTUNITY EMPLOYER

ORGANIZATION CHART

of

DELAWARE TECHNICAL AND COMMUNITY COLLEGE


Board of Trustees
President
Dir. of Development Pres. Off.
Asst. to Pres. for Col. Relations
Asst. to Pres. for Personnel & Legal Aff.
Coordinator of Admin. Services Pres. Office
Asst. to Pres. for Tech. Srvcs. & Specialized Training
Staff Tng. and Development
Institutional Development
Computer Services
Fiscal
Vice President & Campus Director Southern
Vice President & Campus Director Stanton/Wilmington
Vice President & Campus Director Terry
Dean of Instruction
Dean of Student Services
Business Manager
Director of Continuing Education
Dean of Development

DELAWARE TECHNICAL AND COMMUNITY COLLEGE

A. OBJECTIVES - ALL DIVISIONS (CAMPUSES)

...Provide for the constantly changing educational needs in a constantly changing community.

...Provide curriculum closely related to the economic and professional realities of the community.

...Develop a comprehensive community college with strong emphasis on occupational-technical skills and knowledge.

...Establish the College's identity as a significant member of the community.

...Develop the individual's ability to contribute to the increase of the economic base of the community.

...Promote interdisciplinary mix -- facilitate student reactions and changing interests.

...Establish in the minds of the community that the College belongs to them.

...Develop a strong guidance system -- help the student to attain usable educational goals.

...Develop strong emphasis on attitude and motivation training.

DIVISION - SOUTHERN CAMPUS

B. FISCAL YEAR 1984 ACCOMPLISHMENTS

Instruction

...Graduated 350 degree and diploma and 65 certificate students, which was the largest class in the 17 year history of the College. The placement rate for these students was 90% in their field of training.

...Upgraded instructional equipment in the Industrial Education area in its certificate and diploma programs in order to enable students to remain competitive in the workplace.

...Video tape library started through the Campus Library from a grant by the Delaware Humanities Forum.

Development

...Recipient of an Institutional Aid Program, Title III. With funds procured from this source, the Campus has been able to purchase expensive, high-tech equipment which would not have been possible with State funds alone. The bulk of these funds were allocated to the secretarial department toward the installation of automated office technology equipment.

...Instituted a cooperative education program and placed 34 students in cooperative employment.

Student Services

...Hosted about 40,000 people throughout the day at an Olde-Fashioned July Fourth Celebration.

...Utilization and effectiveness of the Student Record System (SRS) has been improved.

Physical Facilities

...Pioneered a new concept in energy management by using third-party financing. Utilizing the premise that energy costs will be significantly lowered by better energy management, Del Tech and the third-party investors will share the savings.

SOUTHERN CAMPUS (Continued)

C. PROBLEMS

...The Southern Campus has not had a new State-funded position for five years. It is imperative that new positions be sought for industrial education programs.

...Space for industrial education programs continues to be a problem. These programs have waiting lists, have 100% placement rates, yet are housed in make-shift, unsafe, cramped quarters. It is urgent that larger, more adequate space be provided for these high demand, high placement programs.

...Funds for replacement, upgrading and maintenance of capital equipment are insufficient. The Southern Campus must have additional funds to purchase state-of-the-art equipment if our graduates are going to remain competitive in the job market.

...Entry level faculty salaries are not competitive; salaries of faculty members who have been with the College less than seven (7) years are falling further behind, which could result in the loss of excellent young faculty members to industry.

B. FISCAL YEAR 1984 ACCOMPLISHMENTS

Instruction

...Reviewed and updated over 150 courses.

...Technology advisory committees were instrumental in planning and/or developing the following: Medical Office Assistant certificate program, Computer-aided drafting program, 3-Tier approach to Business Education, Administrative Management Associate Degree program, Microprocessing Technology diploma and certificate programs, Microcomputer Programming certificate program, Registered Nursing program, needs assessment for proposed Electronics diploma program, and review of the Telecommunications option of the Electrical/Electronics Technology.

...Expansion of Cooperative Education to the Administrative Office Systems, Building Science, Criminal Justice, Data Processing, and Human Service Departments.

...Developed internships which enabled three faculty members to return to local industries to maintain their technical skills.

...Designed customized computer-aided instruction modules for use in math, reading, data processing, and business administration courses.

...Conducted an Administrative Office Systems program evaluation based upon strategies as outlined by the San Mateo Community College system and the ACCTions Consortiums.

Development

...Thirteen (13) government contracts totalling $690,965 were funded.

...Solicited $167,850.50 in funds and equipment donations from the private sector, individuals and foundations.

...Conducted successful Educational Foundation activities, including a Night at the Races at Dover Downs, and over 80 percent employee support through cash contributions and payroll deductions.

Continuing Education

...Served 3,397 evening credit students and 3,315 non-credit students in 697 sections. Gross revenue generated by these courses was approximately $327,630.

TERRY CAMPUS ACCOMPLISHMENTS (Continued)

Continuing Education (continued)

...Satellite programs were offered at Milford, Middletown, Dover Air Force Base, and the Smyrna Correctional Center in order to increase the availability of courses to the entire services region.

...Thirteen (13) seminars were offered for business and industry.

Student Services

...Implemented marketing and retention strategies based upon campus-wide committee reports.

...Developed an admissions placement program to meet student needs.

...Offered specialized recruitment and public relations at high schools, civic organizations, and industries.

...Expanded alumni and placement activities, including sponsoring the first annual alumni reunion for classes 1973-1983.

Business Office

...Renovated the Terry Campus due to additional space made available by the move of the President's Office to new facilities. This was a year long project and involved numerous meetings, negotiations, and the appropriation of funds in order to be accomplished.

...Reduced energy consumption in FY '84 by 3% over FY '83. It should be noted that the Terry Campus reduced electric consumption 17% in FY '82 over FY '81; and 23% in FY '81 over 1980; and 16% in FY '79 over FY '78 for a total reduction in the three fiscal years of 56%.

...Completed a computerized capital inventory listing.

...Implementation of a college safety program.

C. PROBLEMS

...The two most pressing problems of the Terry Campus are its critical need for space and salaried additional full-time positions to adequately service the educational and training needs of central Delaware.

...To continue to provide high quality instruction, an increase in capital monies is necessary to maintain equipment intensive technologies.

B. FISCAL YEAR 1984 ACCOMPLISHMENTS

Instruction

...DPMA (Data Processing Management Association) student chapter recognized by national DPMA as one of the top three chapters in the country for the third year in a row.

...CAD (Computer Aided Drafting): Integrated into the drafting courses in Process Piping, Mechanical Engineering, and Engineering Drafting and Design technologies.

...Interactive video: Implementation of innovative instructional techniques under Title III grant.

...Instituted new Radiologic Technology; secured accreditation for Nuclear Medicine and Respiratory Therapy.

...100% of the students graduating from the Stanton Nursing program successfully completed the ADN State Board Licensure Examination and PN State Board Testing.

Development

...Initiated Annual Fund for special programs and scholarships with the support of 56 volunteers.

...Established Alumni Correspondence System with support of word processing equipment, and campus computer training system. Special effort was made during the year to bring alumni records up-to-date and to computerize all data.

Continuing Education

...Over 8,100 students attended Continuing Education classes in the 1983-1984 academic year. Programs were delivered at three sites: Stanton Campus, Wilmington Campus and Linden Hill School.

...Contract Programs with the Private Sector included:

Hewlett-Packard Corporation. We have continued the program begun in 1983 for training of personnel at Hewlett-Packard. Instruction began with Basic Tech Math and has progressed to Electronics III for the Spring Quarter 84-3. In addition, a class in Strength of Materials was given during Fall Quarter 84-1.

Wilmington Medical Center. Instruction was begun in the Fall Quarter in Math and English skills for staff in the Radiology Department of the Wilmington Medical Center. Courses have been taught in English I, Basic Tech Math and Biomedical Statistics.

STANTON/WILMINGTON CAMPUSES ACCOMPLISHMENTS (Continued)

Continuing Education (Continued)

Hotel DuPont. Workshops are taught each quarter in Food Service Sanitation and Prevention of Food Borne Illnesses for workers at the Hotel DuPont. This is an ongoing program which will be continued throughout 1984-1985.

Food Service Training Program. Classes are instructed each quarter in the Food Service Unit Training Program sponsored by the Department of Public Instruction.

Women's Rehabilitation Services. We continue to offer classes for clients of Women's Rehabilitation Services to develop skills in typing, office procedures, word processing and data entry.

Wilmington Police Academy. Classes were held for cadets of the Wilmington Police Academy during the Spring Quarter 84-3.

Women's Center. Last year the Women's Center provided programs and services to more than 1,300 women. A consortium of the University of Delaware and Del Tech center, this is staffed by a part-time secretary, 6 volunteer counselors and a volunteer coordinator.

Banking Program. Early in 1984, the American Institute of Banking, New Castle County Chapter, entered into an agreement with Del Tech, Stanton/Wilmington, whereby AIB courses would be available for credit towards an Associate in Applied Science Degree with a major in Banking at the College. This program is a joint effort between the Instruction and Continuing Education Divisions.

Student Services

...An enrollment Task Force was selected to assess the Stanton/Wilmington Campuses' recruitment process and to develop a recruitment marketing plan.

...Over fifty employers participated in a Career Day held on the Wilmington Campus in May.

...A Campus Viewbook was developed to provide a synoptic overview of the Stanton/Wilmington Campuses.

...Community agencies provided equipment and special assistance to work with the disabled.

STANTON/WILMINGTON CAMPUSES (Continued)

C. PROBLEMS

...Lack of laboratory space in engineering areas.

...Difficulty in obtaining qualified instructors in certain areas, especially engineering, particularly because salary scale is not competitive with private industry.

...Lack of capital funds to replace worn out equipment and to keep technology program up-to-date.

ANNUAL REPORT
FISCAL YEAR 1985

DELAWARE TECHNICAL AND COMMUNITY COLLEGE

DELAWARE TECHNICAL AND COMMUNITY COLLEGE
P. O. BOX 897
DOVER, DELAWARE 19901
302 / 736-4821
Office of the President

# FISCAL YEAR 1985 ANNUAL REPORT

## DEPARTMENTAL STATUTORY REFERENCES

Delaware Code, Title 14, Chapter 91, Section 9102 creates the Board of Trustees of Delaware Technical and Community College and identifies it as a State Agency: Section 9104 states that the purpose of the College shall be to operate or make available public institutions of learning for persons who have graduated from high school or who are unable to attend public high schools. This Annual Report is submitted in accordance with Section 7, S.S. No. 1, for S.B. No. 454, 1985 Budget Act.

## DEPARTMENTAL OVERVIEW

In Fiscal Year 1985, the College commenced to retain tuition which formerly had been remitted to the General Fund of the State of Delaware. At the same time, there was an offsetting reduction in General Fund appropriations. This change in policy will give greater flexibility in the operation of technical programs from one year to the next. However, there is a critical need for extensive State support in order to maintain tuition at a level which is not beyond the reach of the clientele of the College.

Several of the College's concerns cited in the Fiscal Year 1984 Annual Report have been addressed in Fiscal Years 1985 and 1986. The first half of the salary equity request to improve entry salaries gives flat dollar increases to current employees ($296/10 mo. employees; $350/12 mo. employees). In addition, the new Business and Industry Training Center at the Wilmington Campus is being completed. Terry Campus is planning for a new facility to serve its students and Kent County residents.

The University Parallel Program, in conjunction with the University of Delaware, was expanded to the Terry Campus, thereby making this valuable educational opportunity available to the residents of each County in the State.

Respectfully submitted,

John R. Kotula

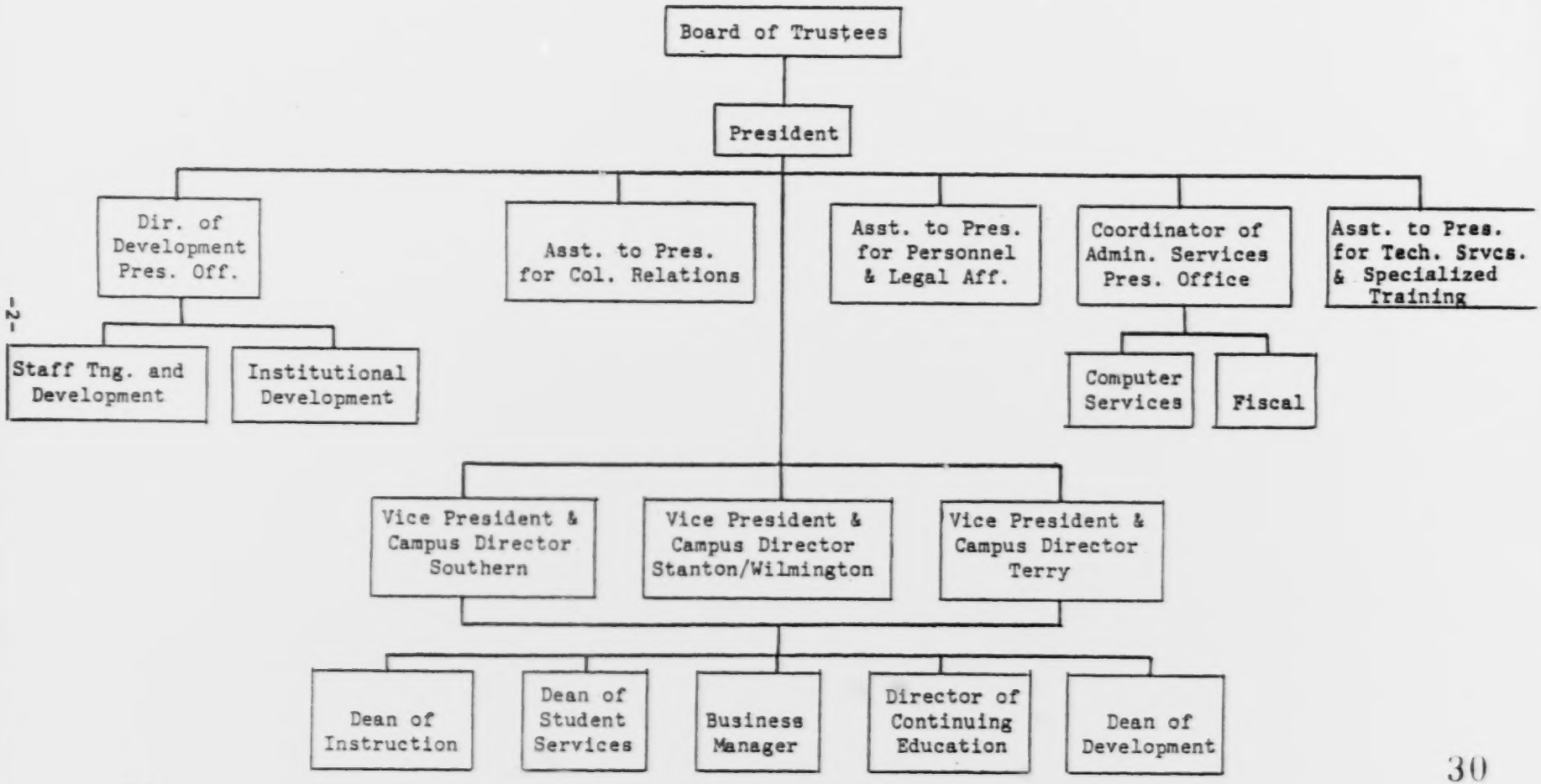
John R. Kotula
President

10/14/85

ORGANIZATION CHART

of

DELAWARE TECHNICAL AND COMMUNITY COLLEGE


Board of Trustees
President
Dir. of Development Pres. Off.
Asst. to Pres. for Col. Relations
Asst. to Pres. for Personnel & Legal Aff.
Coordinator of Admin. Services Pres. Office
Asst. to Pres. for Tech. Srvcs. & Specialized Training
Staff Tng. and Development
Institutional Development
Computer Services
Fiscal
Vice President & Campus Director Southern
Vice President & Campus Director Stanton/Wilmington
Vice President & Campus Director Terry
Dean of Instruction
Dean of Student Services
Business Manager
Director of Continuing Education
Dean of Development

DELAWARE TECHNICAL AND COMMUNITY COLLEGE

A. OBJECTIVES - ALL DIVISIONS (CAMPUSES)

...Provide for the constantly changing educational needs in a constantly changing community.

...Provide curriculum closely related to the economic and professional realities of the community.

...Develop a comprehensive community college with strong emphasis on occupational-technical skills and knowledge.

...Establish the College's identity as a significant member of the community.

...Develop the individual's ability to contribute to the increase of the economic base of the community.

...Promote interdisciplinary mix -- facilitate student reactions and changing interests.

...Establish in the minds of the community that the College belongs to them.

...Develop a strong guidance system -- help the student to attain usable educational goals.

...Develop strong emphasis on attitude and motivation training.

B. FISCAL YEAR 1985 ACCOMPLISHMENTS

Instruction

...Two new instructional programs were implemented through the close cooperation of the Office of Instruction and Continuing Education including:

1. Human Services Studies, a one-year diploma program, was developed in concert with the Department of Public Instruction and Social Services. The program is designed to upgrade paraprofessionals currently working with the handicapped, youth, aged, or other special population.

2. Expansion of our successful Refrigeration, Heating and Air-Conditioning Program into a degree program. It is being offered evenings only.

...A two-year Homemaker/Home Health Aide certificate program was developed and implemented and offered between 4:00 and 7:00 p.m.

...Development of a Radiology Technology program was funded by a Title III Federal grant and based on recommendation from the Council of Hospital Administrators. Development is continuing and State funds will be requested for its implementation.

...A major accomplishment was the upgrading of instructional laboratories in the following areas: Writing, Electronics, Medical Lab Technology, and Secretarial Technology. These improvements could not have occurred without the use of Federal dollars.

...Cooperative Education opportunities for students were considerably expanded.

...Medical Laboratory Technology was granted continuing accreditation by the Committee on Allied Health Education and Accreditation, the American Medical Association, and the National Accrediting Agency for Clinical Laboratory Sciences.

Fiscal

...New ceilings, lighting, and insulation were installed in the Jason Building with a 50 percent grant from the Department of Energy.

...The first full year of the Energy Management Contract with Impact Management Systems saved $67,606 in energy expenditures. Delaware Tech's share of this is $10,141 (15 percent).

SOUTHERN CAMPUS ACCOMPLISHMENTS (Continued)

Student Services

...The Southern Campus achieved a 90 percent placement rate of its graduates in the technologies of their matriculation.

Development

...The Southern Campus has been able to increase its level of Federal funding for 1985 to $1,082,201. Twenty-one (21) proposals were submitted and seventeen (17) were funded.

...Over $19,000 has been contributed to the College's Educational Foundation from royalties received from the sale of the English Department's textbook Writing Skills for Technical Students published by Prentice Hall.

Continuing Education/Industrial Training

...Sixty-six (66) workshops and seminars for business and industry were developed, among which was a Supervisory Development Training Program.

...The income for Continuing Education was increased by 24.2 percent over Fiscal Year 1984.

...The first institution in Delaware of the Private Industry Blue Collar Program enrolled 200 applicants for 400 hours of training.

...Fourteen (14) companies were served by industrial training programs as compared to eight (8) during Fiscal Year 1984.

C. PROBLEMS

...The Southern Campus has not had a new State-funded position for five years. It is imperative that new positions be sought for industrial education programs.

...Space for industrial education programs continues to be a problem. These programs have waiting lists, have 100 percent placement rates, yet are housed in make-shift, unsafe, cramped quarters. It is urgent that larger, more adequate space be provided for these high demand, high placement programs.

...Funds for replacement, upgrading and maintenance of capital equipment are insufficient. The Southern Campus must have additional funds to purchase state-of-the-art equipment if our graduates are going to remain competitive in the job market.

...The presence of asbestos in the Jason Building is a continuing problem. Spot encapsulation and removal is being done in the most dangerous areas, but a major appropriation of $120,000 is needed to do the job completely.

## DIVISION - CHARLES L. TERRY CAMPUS

### B. FISCAL YEAR 1985 ACCOMPLISHMENTS

#### Instruction

...Every associate degree technology has both an internship or a cooperative work experience. Many technologies have both options.

...The electromechanical technology has been developed completely out of Federal funds. To date, a total of $53,000 has been spent for capital and supply items.

...Partnerships have been developed with Interntional Playtex, Inc. to provide linkages to their computer system for our students.

...Advisory Committees exist and are functioning with each technology. There is a total of 100 people on Terry Campus Advisory Committees. The 11 Committees met a total of 35 times this year.

#### Student Services

...Received Title IV Special Services funds from the United States Department of Education to encourage up to 150 low income first-generation college students to continue in and complete post-secondary education. Over 80% of these students were retained during the first year of the three-year grant.

...Developed a comprehensive marketing and recruitment plan to be implemented in Fiscal Year 1986.

...Established preregistration and prepayment period, as well as on-line computerized registration at both on and off-campus sites.

...Offered specialized recruitment and public relations efforts toward high schools, civic organizations, and industries.

#### Continuing Education/Industrial Training

...Initiated a 2+2 Preparatory Program with Kent Vocational Technical School District.

...Operated satellite programs at Milford, Smyrna Correctional Center and Dover Air Force Base.

...Increased gross revenue generated by credit and non-credit courses by 9.1%.

...Sold 21 private sector training contracts, which represents a 91% increase over Fiscal Year 1984.

TERRY CAMPUS ACCOMPLISHMENTS (Continued)

Development

...Solicited $121,837 in cash and equipment donations from the private sector, individuals, and corporations.

...Thirteen government contracts totaling $722,375 were funded.

...Conducted successful Educational Foundation activities, including an Alumni Phonathon, an Opportunity for Excellence Campaign and over 80 percent employee support through cash contributions and payroll deductions.

Fiscal

...The Campus had a 97.4% collection rate of tuition accounts receivable for the four quarters of the 1984-85 academic year.

...During the past two audits performed by the State of Delaware's Auditor's Office, the Terry Campus had no exceptions in terms of physical counts of capital items.

C. PROBLEMS

...The two most pressing problems of the Terry Campus are its critical need for space and salaried additional full-time positions to adequately service the educational and training needs of central Delaware.

...To continue to provide high quality instruction, an increase in capital monies is necessary to maintain capital intensive technologies.

## DIVISION - STANTON/WILMINGTON CAMPUSES

### B. FISCAL YEAR 1985 ACCOMPLISHMENTS

#### Instruction

...Twelve students graduated from the new Radiologic Technology.

...Received full accreditation for Respiratory Therapy.

...Granted continuation of full accreditation for Dental Assisting and Dental Hygiene Technologies.

...One hundred percent of the Nursing graduates passed the State Boards.

#### Student Services

...Installation of a microprocessor network for "on-line" registration.

...Procurement of nine new VS-50 terminals for "on-line" registration support.

...Optical scanning for grade reports was implemented for 85-1.

...The number of tuition deposits received increased by 10%.

...An Athletic Committee was appointed by the Vice President and Campus Director to review the status of and to make a recommendation about an athletic program.

#### Continuing Education/Industrial Training

...Over 7,000 students attended Continuing Education classes in the 1984-1985 academic year.

...On March 29, 1985, a Dental Radiology Seminar was offered for Dental Hygienists entitled, "Increasing Your Competency and Value in the Dental Office Through Radiographic Interpretation."

...A fifteen hour course, "Safe Care & Operation of Boilers and Pressure Vessels" was offered on April 15, 1985. The purpose of this course was to provide an introductory training capability leading to a safer core of boiler operators in Delaware.

...A three hour course was offered on December 4 & 11, 1984, entitled, "Medicine: Nuclear An Overview," and on April 25 and May 2, 1985, a "Stress Management Workshop" was also offered for the Delaware Association of Occupational Health Nurses.

## STANTON/WILMINGTON CAMPUSES ACCOMPLISHMENTS

### Continuing Education/Industrial Training (Continued)

...In conjunction with the Delaware Coalition for Children, Inc., the course "Family Building Through Adoption" is offered each Spring and Fall Quarter.

...Classes are instructed each quarter in the Food Service Unit Training Program sponsored by the Department of Public Instruction.

...We have continued the program begun in 1983 for training of personnel at Hewlett-Packard.

...Nine Workshops cosponsored by the Delaware Small Business Development Center; University of Delaware; the Division of Continuing Education, Delaware Technical and Community College; and the U. S. Small Business Administration were offered last Fall, Winter and Spring. A total of one hundred and ninety-seven (197) people participated.

...A highlight of the past year was the Delaware Women's Conference at Clayton Hall, which was cosponsored by the Women's Center and the Commission of Women and the Junior League of Wilmington. The Conference was held on October 19 & 20, with an oustanding turnout of 625 participants.

### Development

...Maintained special funding for staff and programs such as: Administrative Services and the computer network system for both campuses; Media Services and the computerization of teaching materials; Robotics curriculum development and equipment; equipment and lab improvements for Bioscience, Architectural Engineering, Process Piping, Administrative Office Systems, Banking and Data Processing; and Project Unity funds for the Language and Culture Department.

...Increased Annual Fund by 150 percent, from $4,000 to $10,000.

...Initiated more student and alumni support through the establishment of the Diamond Ambassadors, a group of students and alumni volunteers dedicated to the advancement of the College.

...Initiated a program of improved information to the community by conducting an Alumni Survey in order to learn of the need for additional College courses.

ERIC CLEARINGHOUSE
FOR JUNIOR COLLEGES
MAY 15 1986